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FUNDING SOURCEBOOK

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for

Public Museums

and other

Organizations Engaged in Heritage Preservation

Compiled by

Heritage Preservation Grant Programme

Historical Resources Division

Alberta Culture and Multiculturalism

May 1990

90-05861/

INTRODUCTION

Fundraising is essential to the viability of most organizations. Arising primarily from our contact with the museum community, a need was expressed for information, a concise package, that would bring together the various funding sources that can be and have been utilized in the field of heritage preservation.

Fundraising encompasses more than accessing government grants. It includes drawing on other resources within the community and using available resources in a cost efficient manner.

Fundraising requires research, creativity, salesmanship, knowledge of laws that govern fundraising campaigns and probably most of all, a lot of time and energy.

We hope that through this sourcebook, you will gain knowledge and inspiration for your fundraising activities.

This sourcebook will be updated as changes occur to the programmes and services described herein. If you have any suggestions or other ideas you would like to share, please call us (403) 431-2300 or write to:

Grants Officer
Historical Resources Division
Alberta Culture and Multiculturalism
8820 - 112 Street
Edmonton, Alberta
T6G 2P8.

TABLE OF CONTENTS

PROGRAMMES DIRECTLY RELATED TO MUSEUMS
- Museum Assistance Programme, Alberta Culture and Multiculturalism 1
- Special Projects Grant, Alberta Museums Association 2
- Museum Assistance Programme, Communications Canada 4

PROGRAMMES RELATED TO HERITAGE PRESERVATION
- Alberta Historical Resources Foundation 7
- Alberta Archives Council 9
- Alberta Multiculturalism Commission 10
- Community Recreation/Cultural Grant Programme (CRC) 12
- Cultural Initiatives Program, Communications Canada 13

TOURISM PROGRAMMES
- Community Tourism Action Programme (CTAP) 16
- Team Tourism Marketing Programme 16

EMPLOYMENT PROGRAMMES – PROVINCIAL
- Alberta Career Development and Employment (STEP, PEP, YWET) 19

EMPLOYMENT PROGRAMMES – FEDERAL
- Employment and Immigration Canada, Canadian Jobs Strategy 21

MISCELLANEOUS PROGRAMMES
- Canada/Alberta Northern Development Subsidiary Agreement 24
- Community Facility Enhancement Programme 25
- New Horizons 25
- Wild Rose Foundation 25
- Wildlife 25

PHILANTHROPIC FOUNDATIONS 27

SERVICES OFFERED BY HISTORICAL RESOURCES DIVISION, ALBERTA CULTURE AND MULTICULTURALISM 30

FUNDRAISING CAMPAIGNS AND THE PUBLIC CONTRIBUTIONS ACT 31

A-Z MONEY MAKING IDEAS 34

MONEY SAVING IDEAS 39

BIBLIOGRAPHY 41

PROGRAMMES DIRECTLY RELATED TO MUSEUMS

HISTORICAL RESOURCES DIVISION

ALBERTA CULTURE AND MULTICULTURALISM

Museum Assistance Programme

The purpose of this programme is to assist in maintaining or improving the quality of community museums throughout Alberta by making available annual operating grants to support the conservation, preservation, exhibition and other activities related to the operation of the museum.

Eligible organizations are non-profit, incorporated organizations, municipalities, school districts or division and must meet specific museum related requirements.

This is a dollar for dollar matching grant programme with two funding categories:

Community Museums: located in a municipality with a population of less than 15,000 (maximum grant is $5,200)

Regional Museums: Located in a city or town other than Edmonton and Calgary with a population of more than 15,000 employing at least one full-time salaried curator or have a recorded attendance of over 50,000 and employing at least one full-time salaried curator (maximum grant is $12,200)

There are three ways of matching funds: local fundraising, value of donated artifacts, value of volunteer support.

Grants are pro-rated (reduced proportionately) when the volume of applications exceeds the budget allocation.

Application deadline: July 1

Contact: Grants Officer
Historical Resources Division
Alberta Culture and Multiculturalism
Old St. Stephen's College
8820 – 112 Street
Edmonton, Alberta
T6G 2P8
431-2300

ALBERTA MUSEUMS ASSOCIATION

Special Project Grants

Special Project Grants offered through the Alberta Museums Association are to provide funding for the improvement of Alberta's museums and related institutions, specifically by instituting projects that:

- improve the capability of museums to handle and care for the collections entrusted to their care;
- stimulate the development of exhibits that centre on a museum's collections and its Statement of Purpose;
- improve the skills and qualifications of museum workers throughout the province;
- enhance a museum's services to its public and image within its community.

To be eligible for funding under this program, an institution must:

- be legally incorporated;
- be accessible to the public;
- be non-commercial in nature;
- be established as a museum prior to making application under this programme

There are six types of special project grants:

Collections Management Project
Training (Institutional) Project
Training (Individual) Project
In-House Exhibits Project
Interpretation/Demonstration/Education Project
Museum Bookshelf Project
Special Initiative Project

Application deadlines: March 31, June 30, September 30, December 31

Contact: Special Project Grants Programme
Alberta Museums Association
40, 9912 – 106 Street
Edmonton, Alberta
T5K 1C5
424-2626

The Alberta Museums Association (A.M.A.) provides information, such as how to incorporate a society, how to develop museum policies, where to go for museum training, etc., to museums and individuals. An extensive resource network of individuals and organizations are made available to members through the Association's Secretariat.

The A.M.A. undertakes research from time to time on different topics which are or will be affecting the museum community, such as museum computerization, museum policy, museum standards, etc. and makes the research available to members through the Association's publications or special reports.

The A.M.A. promotes training seminars and workshops for individuals who work in museums. This includes the A.M.A. Citation Programme and the Professional Development Series, Canadian Conservation Institute workshops, S.T.E.P. workshops, the Heritage Intern Programme, and other training activities hosted by museums.

The A.M.A. produces a newsletter, INFORM, issued bi-monthly, which contains current events and news relating to the museum community, other provincial museum associations, government and cultural agencies. A semi-annual publication, the ALBERTA MUSEUMS REVIEW contains longer, in-depth articles relevant to museums. Another publication is the OCCASIONAL PAPERS SERIES which documents specific topics relevant to Alberta's heritage and/or museum development in the province.

COMMUNICATIONS CANADA

Museum Assistance Programme

The Museum Assistance Program is part of Communications Canada. It provides financial and technical assistance to help further the objectives of the National Museum Policy. These objectives are to increase physical and intellectual access to our natural, cultural and technological heritage as represented in collections across Canada, and to ensure that these collections are preserved for the benefit of present and future generations.

There are nine Museum Assistance Programs: Associate Museum, National Exhibition Centre, Specialized Museum, Conservation Assistance, Exhibitions Assistance, Registration Assistance, Special Activities Assistance, Training Assistance, and Upgrading and Equipment Assistance.

Associated Museum Program, National Exhibition Centre Program, Specialized Museum Program: Only certain museums and art galleries across Canada which have already been designated to receive financial assistance under these programmes can apply.

Conservation Assistance Program: This programme provides financial assistance for the development of in-house conservation facilities in qualifying museums and galleries across Canada. The purpose of the programme is:

- to provide a percentage of salary support to qualifying institutions wishing to hire conservation staff; and,
- to provide funding for advanced level professional development training for conservation staff in qualifying institutions.

Exhibitions Assistance Program: The aim of this programme is to assist custodial institutions, to provide Canadians with physical and intellectual access to public collections which reflect our natural, cultural and technological heritage.

Registration Assistance Program: This programme provides financial and technical assistance to record minimal information pertaining to the individual items within a collection. The purpose of the programme is: to enable institutions to document their collections and to ensure that the resulting information is compatible with the Canadian Heritage Information Network of Communications Canada.

Special Activities Assistance Program: The aim of this programme is to promote and support special projects designed to:

- expand knowledge and heighten awareness of collections which reflect our natural, cultural and technological heritage; and,

- explore ways of enhancing or increasing the museum community's service to the public.

Training Assistance Program: This programme provides financial and technical assistance for professional development and training in museum studies, as defined in the Curriculum of Museum Studies published by the Canadian Museums Association. The purpose of this programme is:

- to promote a greater degree of professionalism in all areas of museum and art gallery work through assistance to programmes of training in museum studies, and

- to encourage the development of more effective methods of museum training, through assistance to specialized research and study projects.

Upgrading and Equipment Assistance Program: This programme provides financial and technical assistance to ensure the preservation of collections held by qualifying institutions through facility upgrading and related planning activities.

For further information about the various programmes, eligibility, application dates and general assistance, write or call:

Museum Assistance Programme
Department of Communications
300 Slater Street, 5th Floor
Ottawa, Ontario K1A 0C8
(613) 996-8504

PROGRAMMES RELATED TO HERITAGE PRESERVATION

ALBERTA HISTORICAL RESOURCES FOUNDATION

The funds at the disposal of the Alberta Historical Resources Foundation are derived primarily through an allocation from Alberta Lotteries.

The grant programmes of the Foundation have been developed in consideration of the needs of Albertans in the preservation of the province's heritage and in observance of the objects of the Foundation.

The programme categories are:

Historic Resources Preservation (restoration and/or engineering/architectural feasibility studies): for the preservation, restoration, stabilization, rehabilitation or protection of a site, structure, area, building or group of buildings having historical importance to the province and/or to a particular locality.

Applications are subject to a priority system as follows:
1st – provincial historic resources
2nd – registered historic resources
3rd – municipally designated resources
4th – resources which are not designated
(Provincial and Registered Historic Resources are those sites/structures etc. which have been designated by the Minister of Culture and Multiculturalism under the Historical Resources Act).

Recipients are required to meet the technical requirements set by the Department of Culture and Multiculturalism.

Grants are not normally awarded for operating expenditures, debt reduction, or replicas and new construction is ineligible.

In general, the following maximums apply:

provincial historic resources	$75,000
registered historic resources	$25,000
municipally designated sites	$5,000
resources not designated	$5,000
engineering/architectural study	$15,000

Cemeteries: for the restoration of inactive historic cemeteries only. Eligible work is: levelling grave depressions, tombstone repair, restoration of historic landscaping, other appropriate repairs which restore or maintain the historic integrity of the cemetery.

Publications: for printing or reprinting of a historical publication dealing with Alberta's human history and prehistory and for printing of brochures, pamphlets or other materials of commemorative or informative nature.

Research: to encourage quality research, which is in general defined by two characteristics: that in the opinion of specialists in Alberta history or related fields: – it advances knowledge of Alberta's history – it is presented in a medium of appropriate quality for a target audience Projects such as oral histories and historic site inventories may be considered in this category.

Presenting Workshops, Seminars, Conferences: to assist with costs relating to organization and presentation of workshops, seminars or conferences which expand the knowledge of Alberta's history, and support and encourage heritage preservation in general.

Education: for school or other educational projects which increase the knowledge of Alberta's history among youth.

Advanced Education in Heritage Preservation: to assist with meals, accommodation or travel expenses incurred to attend workshops, seminars or conferences which expand the knowledge of Alberta's history and support and encourage heritage preservation in general.

Heritage Awareness: for projects which promote, enhance and increase knowledge of Alberta's history through visual, participatory or other methods deemed appropriate by the Board of Directors. Plaques, monuments and signs are eligible only in cases where the subject to be commemorated is also interpreted. Costumes, festivals, cenotaphs and cemetery cairns are ineligible.

Application deadlines: February 1, September 1

Application deadline for Cemetery Restoration programme is April 1.

Contact: Alberta Historical Resources Foundation
Old St. Stephen's College
8820 – 112 Street
Edmonton, Alberta
T6G 2P8
431-2300

ALBERTA ARCHIVES COUNCIL

The Alberta Archives Council provides financial assistance for the organization and description of archival records.

ALBERTA SOCIETY OF ARCHIVISTS

The Alberta Society of Archivists provides financial assistance to individuals for professional development in the areas of education, upgrading and professional exchange.

For advice and further information contact:

Brian Owen
Co-ordinator of Archival Outreach and Advisory Services
Provincial Archives of Alberta
12485 – 102 Avenue
Edmonton, Alberta
T5N 0M6
427-1750

ALBERTA MULTICULTURALISM COMMISSION

The Commission has designed multiculturalism programmes and services which assist the Commission in achieving its goals and objectives. Projects with the following objectives will have priority: public awareness; institutional access; integration and participation. For detailed information regarding the programmes currently being offered, please contact a Community Consultant at your nearest Regional Office.

Regional Offices:

EDMONTON
Second Floor
12431 Stony Plain Road
Edmonton, Alberta
T5N 3N3
427-2927

CALGARY
3rd Floor
525 – 11 Avenue S.W.
Calgary, Alberta
T2R 0C9
297-8407

LETHBRIDGE
909 – 3rd Avenue North
326 Administration Bldg.
Bag Service 304
Lethbridge, Alberta
T1H 2G5
381-5236

FORT McMURRAY
535 Provincial Bldg.
9915 Franklin Ave.
Fort McMurray, Alberta
T9H 2K4
743-7472

RED DEER
3rd Floor, Parkland Square
4901 – 48 Street
Red Deer, Alberta
T4N 6M4
340-5257

The Alberta Multiculturalism Commission is a part of the Department of Culture and Multiculturalism.

ALBERTA RECREATION AND PARKS

Community Recreation/Cultural Grant Programme

(CRC)

The Community/Recreation/Cultural Grant Programme was developed with two main objectives:

- to assist Alberta municipalities, volunteer community organizations, and clubs with expenditures incurred in the provision of recreation and culture services; and
- to support and encourage co-operative efforts between Alberta municipalities and volunteer community organizations and clubs in all aspects of recreation and cultural services.

Funding is provided on a per capita basis to municipalities which apply. The annual grant application must be approved by the council of the municipality and by the recreation board where one is required.

For further information please contact your municipal authority, recreation department or board. The decision-making, in terms of application formats, processes, and time-lines, rests with the municipality.

This programme is offered by:

Community Recreation and Sport Branch
Alberta Recreation and Parks
8th Floor, Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta
T5J 3N4
427-5236

COMMUNICATIONS CANADA

Cultural Initiatives Program

The Cultural Initiatives Program helps Canadian non-profit, incorporated, professional cultural organizations. Its mandate is to establish and improve cultural infrastructures, help cultural organizations achieve financial autonomy and meet the many challenges posed by a constantly changing environment, thereby forging even closer links between the cultural community and the economic and social life of the country.

There are three components to this programme:

I. Management Assistance

Communications Technologies: to promote, in the interest of improved management, the development of new communications technologies and their use in the activities of professional cultural organizations. This component assists the establishment of cultural databases and computer communications networks, for example.

Improvement of Management Practices: to promote increased management effectiveness in non-profit, professional cultural organizations. Assistance may be provided for special projects in marketing, market studies, fundraising, board development, the development of arts administration training programmes, the organization of seminars and conferences and the writing of reference works.

Management Consulting Services: To define management-development needs and strategies, provide management training and allow qualifying organizations to receive assistance in hiring short-term professional consulting services to study a wide range of activities, including marketing, fundraising, organizational development, financial planning and board development.

II. Capital Assistance

This component helps to increase public access to the performing and visual arts and to museological collections and heritage displays through the creation and improvement of a national network of cultural facilities across Canada. Assistance is offered in four areas:

- construction of buildings for cultural use;
- renovation and repair of existing buildings;
- equipment purchase; and

- preliminary studies for capital projects directly related to the objectives of the component

III. Festivals and Special Events

This component has four objectives: to support cultural events of national scope such as festivals, major exhibitions and conferences; assist in increasing audiences for cultural products; help increase employment opportunities for professional Canadian artists; and give Canadians better access to cultural products.

The focus is on events of national character, which is defined as including the participation of artist from at least three provinces. Projects that foster exchanges between provinces will be given priority.

For further information contact:

Communications Canada
Room 200
386 Broadway Avenue
Winnipeg, Manitoba
R3C 3Y9
(204) 983-7139

TOURISM PROGRAMMES

These programmes were developed by Alberta Tourism in conjunction with the Tourism Industry Association of Alberta which administers the programmes on behalf of Alberta Tourism.

Community Tourism Action Programme (CTAP)

The programme provides financial assistance to private sector operators and not-for-profit groups in Alberta municipalities or the municipalities themselves, who wish to implement tourism-oriented capital development projects which have been identified in Community Tourism Action Plans

Eligible projects are tourism-oriented capital development projects which are included in a municipally endorsed, Department of Tourism approved, Community Tourism Action Plan; have been endorsed for funding purposes by the municipality; will result in viable operations which will not require subsidization by the Province for on-going operation and maintenance costs; do not involve the staging of events or marketing.

Contact: Community Tourism Action Programme
3rd Floor
10155 – 102 Street
Edmonton, Alberta
T5J 2R4
422-9507

Team Tourism Marketing Programme

Purpose: to create integrated regional (i.e. Alberta Tourist Zone) marketing strategies that will result in increased market penetration and impact, allowing all parts of the province to compete more effectively for tourism revenues. It is designed to encourage greater visibility, improved knowledge, and both more and higher quality marketing of each regional destination, rather than individual facilities alone.

Applications under Team Tourism must be submitted to the appropriate Tourist Zone office on an official program application form.

For further information contact:

Team Tourism
4th Floor
10155 – 102 Street
Edmonton, Alberta
T5J 4L6
422-0320

* Each of Alberta's tourist zones has an association concerned with the marketing, promotion, and development of tourism in its geographical region. For further information on TIAALTA, please contact:

Tourism Industry Association of Alberta
No. 250, 2635 – 37 Avenue N.E.
Calgary, Alberta
T1Y 5V7
291-5148

EMPLOYMENT PROGRAMMES

ALBERTA CAREER DEVELOPMENT AND EMPLOYMENT

Summer Temporary Employment Programme (S.T.E.P.)

The STEP programme is designed to generate summertime employment by providing employers with a financial incentive to hire unemployed Albertans during the months of May to August. Employees must be 15 years of age or older, a resident of Alberta for the past six months, unemployed and legally entitled to work in Canada. Jobs will qualify for either four months or two months of funding. Positions which provide the employee a career learning opportunity may qualify for four months of funding between May and August. Positions which require basic job skills and which are labour intensive are eligible for two months of funding during July and August.

Priority Employment Programme (P.E.P.)

The Priority Employment Program (PEP) is designed to create employment opportunities during the winter months (November through March) which provide individual Albertans with valuable work experience. Employers are encouraged to create jobs which provide meaningful work experience and career development opportunities for the employee. Jobs must be new and provide at least 32 hours a week for a minimum of eight weeks.

Alberta Youth Work Experience and Training

The purpose of this programme is to assist out of school youth to obtain valuable full-time employment experiences and develop job skill which may lead to an appropriate career selection. Individuals unemployed and actively seeking work for 40 of the last 60 working days may participate. Employees must be between 16 and 24 years of age, legally entitled to work in Canada and Alberta residents for the last six months.

Career Development and Employment also offers other programmes and services about which further information can be obtained through their Career Development Centres in the communities listed below or by contacting them at:

Career Development and Employment
8th Floor, City Centre, 10155 – 102 Street
Edmonton, Alberta T5J 4L5
422-1184

Alberta Career Development and Employment Offices are located in the following communities: Ardmore, Bonnyville, Calgary, Calling Lake, Camrose, Drayton Valley, Fort Chipewyan, Fort McMurray, Fort Vermilion, Grande Prairie, High Level, High

Prairie, Hinton, Janvier, Lac La Biche, Lethbridge, Lloydminster, Medicine Hat, Peace River, Pincher Creek, Red Deer, Rocky Mountain House, Slave Lake, St. Paul, Trout Lake, Vermilion, Wabasca, Wetaskiwin, Whitecourt.

EMPLOYMENT AND IMMIGRATION CANADA

Employment and Immigration Canada should be contacted for current information on the following employment programmes. An Employer Services Officer at your nearest Canada Employment Centre can best assist you. Some of these programmes may have only one application deadline and therefore should be investigated early in the year.

Some of the programmes under Canadian Jobs Strategy are:

Unemployment Insurance Job Creation Programme

(Section 25)

The objective of this programme is to link up unemployed workers with businesses and organizations. Helps workers maintain their skills and helps businesses complete projects. Projects must create at least three new jobs, last between six and 52 weeks and not displace any existing employees or volunteers. Projects should have objectives which can be completed in a specific time frame.

There are several Job Entry programmes which provide financial assistance to municipal governments, businesses, organizations, educational institutions, etc. that provide training and work experience for youths, women, persons who face significant barriers and students.

One such programme is SEED (Summer Employment Experience Development) which offers financial incentives to employers in the form of wage subsidies to stimulate the provision of incremental, career development opportunities for students.

Job Development Programme: General Projects

The objective of this programme is to provide training and work experience for participants by providing training costs, wage subsidies and other specified costs to employers who create projects. Long-term unemployed individuals, out of work 24 of the last 30 weeks, referred through a Canada Employment Centre, are eligible. Projects must normally create three or more jobs and last between 16 and 52 weeks.

Job Development Programme: Individually Subsidized Jobs

The objective of this programme is to provide training and work experience. It is designed for specific individuals and provides training costs, wage subsidies and other specified costs to employers. Long-term unemployed individuals who face barriers to employment and are referred through a Canada Employment Centre are eligible. Jobs

for the employment-disadvantaged must last for 16 to 52 weeks. Jobs for other participants must last for 16 to 26 weeks.

Skill Shortages Programme

The objective of this programme is to provide training costs to employers to train employed or unemployed persons in areas of regional or potential occupational skill shortages.

Community Futures Programme

The objective of this programme is to assist communities in their efforts to identify, develop and undertake measures to help individuals adjust and adapt to a changing economic environment and to expand permanent employment. Eligible communities are non-metropolitan areas in greatest need with exceptionally high unemployment.

MISCELLANEOUS PROGRAMMES

CANADA/ALBERTA NORTHERN DEVELOPMENT SUBSIDIARY AGREEMENT

Purpose: to increase the diversity and extent of economic, business and industrial activity in northern Alberta; to prepare and assist northern residents to access business and industrial employment opportunities; and to support the development of community and regional infrastructure in order to encourage balanced growth and continued diversification of the northern economy.

The overall administration of the Agreement is the responsibility of a Federal/Provincial Management Committee. Final project decisions are made by this Committee. The Committee is supported by an Agreement Secretariat based in the Northern Development Branch Office in Peace River. The Agreement Secretariat handles all project application assessment, financial disbursements and project audits.

This programme terminates March 31, 1991.

A formal application is required to access Agreement funding. Application forms are available from:

Canada/Alberta Northern Development Subsidiary Agreement
Bag 900
Peace River, Alberta
T0H 2X0
624-6276 or 1-800-362-1353

COMMUNITY FACILITY ENHANCEMENT PROGRAMME

Funded through the province's lottery revenues, the Community Facility Enhancement Programme is a three-year programme that provides for the repair, renovation, upgrading or expansion of community facilities in Alberta. Applicants are encouraged to contact their MLA regarding this programme and further information can be obtained through the Community Facility Enhancement Programme Toll Free Hotline at 1-800-642-3855. In the Edmonton area, call 424-3131.

NEW HORIZONS

This is a federal programme sponsored by Health and Welfare Canada, Social Service Programmes Branch. The objective of the New Horizons programme is to encourage and support initiatives by Canadian Seniors. Short term funding (eighteen months) is provided to groups of retired persons to plan, operate and participate in activities of their own choosing which will help themselves and be of benefit to the community. A committee that is directly responsible for managing the project and funds must be established and 70% of this committee must be comprised of individuals more than 60 years of age and retired.

Contact: New Horizons
203 Financial Building
10621 – 100 Avenue
Edmonton, Alberta
T5J 0B8
495-2754

WILD ROSE FOUNDATION

The Wild Rose Foundation provides grants, through an allocation of lottery revenue, to volunteer, non-profit organizations that provide necessary and valuable community services to Albertans. The Foundation was created to fill a gap in current funding sources. They will not duplicate the funding provided by any one or more of the following: Alberta Sports Council; Recreation, Parks and Wildlife Foundation; Alberta Art Foundation; Alberta Foundation for the Performing Arts; Alberta Cultural Heritage Foundation; Alberta Foundation for the Literary Arts; Alberta Historical Resources Foundation; any organization that benefits from grants originating with the Western Canada Lottery Foundation.

Contact: Wildrose Foundation
700, 9940 – 106 Street
Edmonton, Alberta T5K 2N2
428-6373

These programmes may consider natural history projects dealing with wildlife exhibits and education.

FORESTRY LANDS AND WILDLIFE

Fish and Wildlife Trust – Buck for Wildlife

This programme aims to enhance or develop habitat for wildlife.

Contact: District Wildlife Officer or
phone 427-6729

RECREATION AND PARKS

Recreation Parks and Wildlife Foundation

Contact: phone 482-6467

PHILANTHROPIC FOUNDATIONS

PRIVATE SECTOR — FOUNDATIONS

Philanthropic foundations are a possible source of assistance for special projects. A reference book to these organizations, which can be found in, or obtained through most large libraries, is:

Canadian Directory to Foundations, published annually by:
Canadian Centre for Philanthropy
74 Victoria Street Suite 920
Toronto, Ontario M5C 2A5
(416) 368-1138

Some examples are:

Devonian Foundation

The foundation is prepared to take risks in pioneering ventures, but makes no long-term commitments to any type of project. The foundation places an emphasis on innovative projects and will fund special projects. Areas of interest include conservation, wildlife, gardens and parks.

Contact: Mr. William Dubas, President
Suite 770, 999 – 8th Street W.W.
Calgary, Alberta, T2R 1J5

W.J. Van Dusen Foundation

This foundation provides grants for research projects, special projects, operating funds, building funds, endowment funds, equipment funds, and seed money. Grants are restricted to charitable organizations registered by Revenue Canada. Areas of interest include the environment, Canadian studies, and museums.

Contact: Mr. K. Meston, Director, c/o Canada Trust
505 – 3rd Street, S.W.
Calgary, Alberta, T2P 3E6

Nickle Family Foundation

Grants under this foundation are available for special projects, building funds, endowment funds, and equipment funds. Applicants must be registered charitable organizations. Areas of interest include arts and culture and historical sites.

Contact: Nickle Family Foundation, Mr. Samuel Wm. Aylesworth, Vice President
1011 – 17th Avenue, S.W.
Calgary, Alberta, T2T 0A8

SERVICES OFFERED BY HISTORICAL RESOURCES DIVISION ALBERTA CULTURE AND MULTICULTURALISM

SERVICES OFFERED BY HISTORICAL RESOURCES DIVISION
ALBERTA CULTURE AND MULTICULTURALISM

Museum Advisory Services

The Museum Advisory Services Programme assists community museums and related heritage institutions in Alberta by providing information, advice and practical assistance regarding all aspects of the development and operation of museums. Working with communities, organizations and individuals involved in the development of museums, this programme facilitates clients' access to the full range of professional services represented by the staff of the Provincial Museum of Alberta and other heritage agencies and assists in the coordination of information and training needs regarding museum matters.

Contact: Eric Waterton, Head of Museum Advisory Services, 453-9103

Restoration Advisory Services

Restoration Advisory Services provide technical advice and guidance to owners of designated and non-designated historic sites in matters relating to the restoration, rehabilitation and preservation of Historic Resources. They are responsible for the preparation and monitoring of all ministerial approval, consent and confirmation documents relating to work being undertaken on designated and potential historic resources. They provide technical information to the public and other government agencies in matters relating to historic preservation.

Contact: Restoration Advisory Services, Historic Sites Service, 431-2300

Public Planning Programme Historic Sites Service

The Public Planning Programme provides planning advice and assistance to community organizations, government agencies, planning commissions and other parties involved in the preservation and development of historic sites. From initial organizational procedures through capital development to actual operation of a site, this programme offers coordination of departmental professional services, assistance with fund raising, and advice on scheduling, training and a variety of other planning matters.

Contact: Public Planning Programme, Historic Sites Service, 431-2300

PUBLIC CONTRIBUTIONS ACT

PUBLIC CONTRIBUTIONS ACT REMINDER

It is important to remember that under the Public Contributions Act, all charitable fund-raising campaigns must be authorized by either the Provincial Administrator of the Public Contributions Act or local approving authorities. There is no fee for applying. The application must be made at least 30 days before the start of the proposed campaign. When the gross amount of funds that an organization intends to raise does not exceed $1000, the Minister of Consumer and Corporate Affairs, or the approving authority of the city where applicable, may exempt the organization from complying with provisions under the Act.

Application forms may be obtained from any of the approving authorities or offices of Alberta Consumer and Corporate Affairs.

Provincial Approving Authority

Administrator
Public Contributions Act
Alberta Consumer and Corporate Affairs
19 Floor, 10025 Jasper Avenue
Edmonton, Alberta
T5J 3Z5

Municipal Approving Authorities

Calgary (268-5855)
Drumheller (823-6300)
Edmonton (428-5928)
Grande Prairie (539-8014)
Medicine Hat (529-8220)
Red Deer (342-8182)

Alberta Consumer and Corporate Affairs Offices

Calgary (297-5700)
Camrose (679-1733)
Edmonton (427-5782)
Fort McMurray (743-7231)
Grande Prairie (538-5400)
Lethbridge (381-5360)
Medicine Hat (529-3535)
Peace River (624-6214)
Red Deer (340-5241)

Alberta Gaming Commission

Campaigns with elements of gaming or games of chance, such as bingos, casinos, or raffles, are controlled by the Alberta Gaming Commission. Local police forces may provide application forms for bingo and raffle licences. For more information contact:

Edmonton (427-5052)

Gaming Control Branch
5th Floor, J.E. Brownlee Building
10365 – 97 Street
Edmonton, Alberta
T5J 3W7

Calgary (297-3250)

Gaming Control Branch
207, 301 – 14 Street N.W.
Calgary, Alberta
T2N 2A1

Source: *Planning a fund-raising campaign: the Public Contributions Act*
Alberta Consumer and Corporate Affairs

A-Z MONEY MAKING IDEAS

The following sources were used to compile these ideas:

1988/89 financial statements of museums receiving grants under the Museum Assistance Programme, Historical Resources Division, Alberta Culture and Multiculturalism;

Public Contributions Act, Annual Report, 1988 (approved projects);

Funding sources and ideas for outdoor recreation development compiled by Recreation Development Division, Alberta Recreation and Parks;

Money making ventures for community organizations published by Alberta Agriculture (see bibliography for details).

A-Z MONEY MAKING IDEAS

Admission fees
Advertising (your facility/services or for others)
Amateur nights
Art show
Athons
- bowl
- bike
- run
- dance
- walk
- jog
- swim
- skate
- skip
- spell
- know
- phone

Auctions
- art
- bachelor
- slave
- celebrity
- box
- lunch
- picnic
- basket
- blind
- silent
- community
- (anything
- goes)
- cake

BanquetsBartering (services, skills, equipment, resources, etc.)
Bazaars
Begging
Benefit show
Bingos
Bus tours
Campaigns
- door
- to
- door
- direct

- mail
- corporate
- telemarketing

Canvassing
Car washes
Casinos
Catering
Challenge days
Community wide penny collection
Contests
- photography
- essay
- heritage
- pie/pizza eating

Develop a slogan/logo/high profile
Donations corporate
- memorial
- private
- materials
- services

Donor plaques
Double your dollars (companies match employees donations)
Drives
- bottle
- paper

Endowments
Equipment rental
Exhibitions
Fall fair booth
Fees for service/programmes
Film nights
Flea market
Friends of (form a)
Garage sale Gift shop
Guessing games
Hoedowns
Interest income
Lawn cutting
Memberships
Museum tours/house tours
Offer courses
Parade prizes
Pamphlets
- historic
- walking tours

Patrons

- Photocopying service
- Pledge sheets
- Pop machine revenue
- Programme fees
- Pools/pull tickets
- Races/relays (e.g. duck races)
- Raffles
- Recycled paper
- Rent of facility/land
- Sale of
  - souvenirs
  - history books
  - jackets
  - sweatshirts/t-shirts
  - pins and postcards
  - calendars/photos
  - pictorial books
  - crafts
  - cookbooks
  - mincemeat (seasonal specialty items)
  - hasty notes/paintings
  - building materials
  - spoons/plates etc.
  - coins
  - placemats
  - plants/seeds
  - herbs/spices
  - chocolate bars
  - bumper stickers
  - items by local artists
  - tea and bake sale
  - coupon books (offers discounts from local merchants)
  - rummage
  - quilts
  - used toys
  - sidewalk
- Social events
  - banquets/dinners/dances
  - bean suppers
  - pancake breakfast
  - pioneer breakfast
  - picnics
  - potluck suppers
  - coffee mornings
- Speakers (bring in big name speakers and sell tickets for)
- Special events

- anniversary
- Chautauqua
- heritage days
- visitors and field day
- Christmas fair/variety show
- fall ball/spring celebration
- challenge days
- fashion shows
- museum days
- theme days
- tag days
- lunch with the Board/Director etc.
- Sadie Hawkins' Day
- carnivals

Square footers club/square foot sales
Window washing
Workshops
Zeal and zest

MONEY SAVING IDEAS

MONEY SAVING IDEAS

Sound Budgeting
- plan financial management and investments
- ensure good banking management
- employ good budgeting methods
- take courses on financial management
- prepare thorough annual reports and financial statements

Sound Planning
- develop immediate, short-term and long-term goals and objectives
- hire suitable staff and experienced managers/supervisors
- develop and nurture a strong volunteer corps
- select a suitable location
- design for low maintenance and vandal resistance in materials, finishes and construction detailing

Adequate maintenance programme
- standardize facility paint colors and other interior fabric
- standardize equipment, furniture, fixtures, etc, to minimize parts inventory
- prepare preventative maintenance schedules for facility, equipment and vehicles

Carry sufficient insurance for fire protection and public liability

Get individuals with expertise (legal, accounting, planning, design or construction, media, etc.) interested enough in your organization and facility to donate their time and expertise

Negotiate concessions for water, sewer, power, gas, insurance, tax, etc., with municipality

Cost share with municipality, school board, recreation board or other community organizations

Use local, provincial or federal consulting resources and services

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* This is a highly recommended handbook which gives useful information and guidance in areas such as essentials of success, laws, how to organize a committee, choose a money making venture, set the date, fit volunteers to the job, dramatize an event, sell tickets, etc. It also explains some fundraising ideas in detail and provides a bibliography.

Single copies are available free to any organization.

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